

January 5, 1981

LEGISLATIVE ADMINISTRATION

A meeting of the House Legislative Administration Committee was called to order by Chairman Bobby Spilker.

The roll was called and all members of the Legislative Administration Committee of the House were present.

Also in attendance were Chief Clerk of the House, Don Byrd, Diana Dowling and Sharole Connelly of the Legislative Council, Bob Marks, Speaker of the House, Bob White, Sergeant-at-Arms, and Larry Elkin of the Associated Press.

The minutes from the last meeting were approved.

Chairman Bobby Spilker recommended two changes in legislative employee policies. At the last meeting the committee adopted a policy regarding step increases based on legislative experience and she suggested that a phrase be added which would indicate that no employee be paid less than the federal minimum wage. With the change, the policy would read as follows:

Employees with no previous legislative experience will start on step 2 of the salary matrix, however no employee will be paid less than the federal minimum wage. One step will be added for each year of legislative experience.

Chairman Spilker explained that without the change, pages would be paid considerably below the federal minimum wage and while it was legal it was traditional to pay federal minimum wage.

Representative Zabrocki made a motion that the new phrase be added to the policy. It was seconded by Representative Meyer and passed unanimously.

Also at the last meeting all secretaries, including the secretaries to the speaker, chief clerk, majority and minority leaders, were placed into a grade 10. Chairman Spilker suggested that these last four secretaries be upgraded to 11. She read to the members a class specification for Secretary, Administrative II: This class exercises the highest level of discretion and judgment of all the secretarial classes in speaking for an executive, in providing confidential secretarial duties and administrative and technical support services, usually for an executive heading the largest organizations.

Speaker of the House Marks said this particular group of secretaries is under a great deal of pressure and hold a decision-making position.

Representative Zabrocki made a motion to recommend these four positions be moved from grade 10 to grade 11. Seconded by Kanduch and carried unanimous.

Chief Clerk Don Byrd told the committee that Jeannie Greenfield, Chief Steno, has done an excellent job with the committee secre-

taries and the steno pool personnel. She held a briefing session for them and indicated she had standardized the minutes for committees.

Representative Kanduch wanted to know what had been done about researchers for this session. It was indicated that the Legislative Council hires their own researchers and that none are hired by the House. Proofreaders were also mentioned. In the past there were usually 6 or 7, whereas this session just 2 have been hired. There are some steno pool employees that will be used for proofreading if the need arises and the proofreaders hired by the council will be utilized by the House.

A list of additional staff for the session was presented and Representative Meyer made a motion that these people be hired. (See Attachment A). Seconded by Zabrocki and carried unanimously. Chairman Spilker advised that the entire list of staff employees would be presented to the body today for approval.

The problem of parking was brought up again. Bob White, Sergeant-at-Arms reported that there are approximately 154 parking spots which should be adequate. He is going to coordinate with Senate personnel to patrol these areas before 8:00 a.m. and before 1:00 p.m. Members will be given one numbered parking permit.

Sergeant-at-Arms White suggested that only one security person be used after 10:00 p.m. and in cooperation with the Senate. However, it was agreed that there should be someone on duty Sundays whether or not the Senate agrees.

Chief Clerk Byrd explained to the committee that the Department of Administration will purchase and install air cleaners in both the Senate and House sometime this month.

Chairman Spilker told the committee that the new carpet in the Speaker and Majority Leader's office had been donated by Representative Harrison Fagg and the carpet from those offices was used to replace the worn carpet in the telephone area.

The committee directed the Sergeant-at-Arms to establish a permanent parking space for the Dean of the House, Carl Smith.

Representative Zabrocki made a motion to adjourn. Seconded and carried.

Secretary

Chairman, Bobby Spilker

PAGES

Last Week

January 20, 1981

Brooke Remington
Marcia Thompson
Scott VanGerpen
Wanda Thibodeau
Eric Best
Rob Benson
Carmel Egan

This Week

Tami Van Dorn
Jerry Thompson
Paulsen Jorgenson
Julie deVries
Colleen Donaldson
Teri Manley
Teresa Schladweiler
Kevin Strakal

Next Week

Theodora Nachtsheim
Kim Barrett
Danny Knopfle
Sara Dyk
Debbie Susong
Marlene Faught
Lori Omang
Leisa Brass

The following named are submitted:

Linda Raunig, Steno Pool, Grade 7

Rosemary Jacoby, Committee Secretary, Grade 10

Joann T. Cerovski, Committee Secretary, Grade 10

Bette Erickson, Assistant to Chief Steno for 4 days only
Grade 11

Cynthia Andrus, Permanent Page, Grade 1

Joe Floreen, Security Guard, Grade 5

Reclassification of:

Paul Fossum, Posting Clerk- Change to combination of
Posting Clerk/Ass't Amendments Coordinator
Grade 8

Position not accepted by Applicants:

Denise Morley, Steno Pool

Kenneth McDonald, Security Guard

Termination due to illness:

Zorka DaSilva, Committee Secretary

Add: _____

Lee Mason, Security Guard

STANDING COMMITTEE REPORT

January 20

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SPEAKER

MR.

Legislative Administration-Bills/Journals

We, your committee on

having had under consideration Bill No.

Respectfully recommend that the attaches approved by the
committee on Legislative Administration be approved by
this body.

Respectfully report as follows: That Bill No.

DO PASS

STANDING COMMITTEE REPORT:

January 16, 1981

MR. SPEAKER: We, your committee on Legislative Administration-Bills/Journal, respectfully recommend that the attaches approved by the committee on Legislative Administration be approved by this body.

Bobby Spilker, Chairman

The following named are submitted:

Linda Raunig, Steno Pool, Grade 7

Rosemary Jacoby, Committee Secretary, Grade 10

Joann T. Cerovski, Committee Secretary, Grade 10

Bette Erickson, Assistant to Chief Steno for 4 days only
Grade 11

Cynthia Andrus, Permanent Page, Grade 1

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LEGISLATIVE ADMINISTRATION COMMITTEE
House of Representatives
January 20, 1981
11:30 a.m. Room 343

AGENDA

Call to Order by Chairman, Representative Bobby Spilker

Roll Call

Approval of Minutes of January 5th meeting

Staff Changes

Air Cleaners

Voting Machine/microphones

Other Business

Adjournment